

# Career SoftSkill Essentials™



## Flexibility



# Flexibility

## Section 1: Before You Begin

**1. What work skills from this checklist do you have?**

- ☐ I accept changes in job duties.
- ☐ I change tasks to meet immediate need.
- ☐ I adjust time based on new priorities.
- ☐ I accept change in work procedures without complaint.



# Flexibility

## Section 1: Before You Begin

**2. Which of these skills would you like to improve or develop?**

- ☐ **Accepts changes in job duties.**
- ☐ **Changes tasks to meet immediate need.**
- ☐ **Adjusts time based on new priorities.**
- ☐ **Accepts change in work procedures without complaint.**



# Flexibility

## Section 2: Information about Skills on Checklist

- Employers expect employees to be flexible.
- Employees who are flexible make changes as needed or requested.
- Being flexible reduces stress in the workplace.
- Through flexibility quality and productivity improves.
- Flexibility gets highest priority tasks done.



# Flexibility

## Accepts Changes

**This means that in the workplace:**

- **New or different priorities can cause changes in your schedule or job duties.**
- **Job duties may change due to schedule changes, layoffs, new employees hired, or how your supervisor manages.**
- **Work procedures may change because of safety regulations, improved technology, or a new law.**
- **When you accept change, you have an essential career soft skill.**



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## Change Tasks to Meet an Immediate Need

**This means that in the workplace:**

- **All tasks do not have the same importance.**
- **Some tasks have an immediate due date and others do not.**
- **The supervisor will give some tasks a priority order.**
- **You will need to prioritize your tasks to get the most important task done first.**
- **When you change tasks to meet an immediate need, you have an essential career soft skill.**



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## Adjusts Time Based on New Priorities

**This means that in the workplace:**

- **Unexpected events occur that change a day's work schedule and plans.**
- **Supervisors may have to change priorities without notice and you will be required to adjust your work to meet their needs.**
- **Things on the job do not always go as planned. You need to allow for unexpected delays.**
- **When you adjust time based on new priorities, you have an essential career soft skill.**



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## Section 3: Scenario/Case Study

Three of Marge's coworkers were on sick leave with the flu. The store manager was in a bind. He asked Marge to take a late lunch and return in less than an hour so she could help stock shelves.

Marge only worked the cash register and had never stocked shelves. She did not like the idea of losing part of her lunch hour to do another person's job.

After a lot of complaining, she agreed to help her supervisor. Marge felt the manager took advantage of her.





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## Section 4: Applying What You Know

### 1. What skills does Marge need to develop?


- \_\_\_\_\_ Accepts changes in job duties.
- \_\_\_\_\_ Changes tasks to meet immediate need.
- \_\_\_\_\_ Adjusts time based on new priorities.
- \_\_\_\_\_ Accepts change in work procedures without complaint.



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## Section 4: Applying What You Know

2. Did the store manager take advantage of Marge?  
Explain your answer.
  
3. Tell specific things that Marge can do to improve her skills.



# **Flexibility**

## **Section 5: Skill Review**

**List at least three things you learned or skills you have improved from this module.**

**Congratulations, you have successfully completed the Flexibility soft skill module.**



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## Section 5: Skill Review continued

The following are ways to show flexibility:

- Accept changes in your job.
- Change tasks to meet immediate needs.
- Adjust time based on new priorities.